

ADOBE ACROBAT

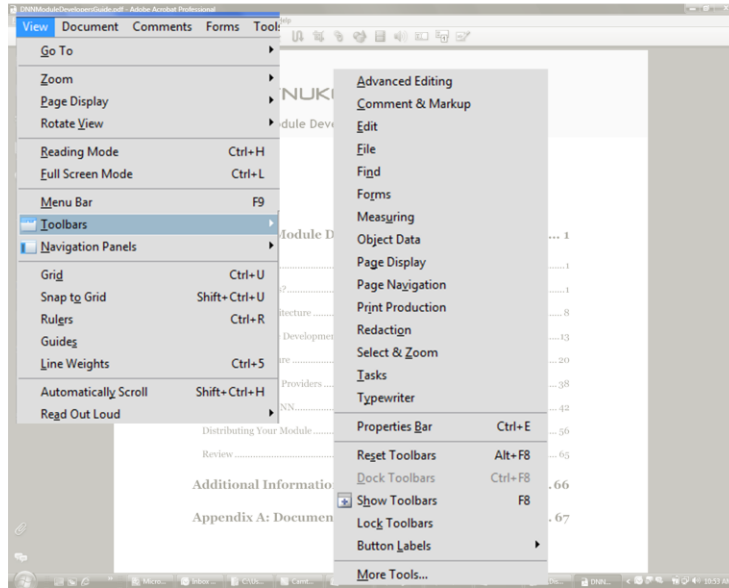
Welcome to the Adobe Acrobat Just in Time Learning series. In this session we will cover how to add tools to the toolbar.

Adding Editing Tools to the Toolbar



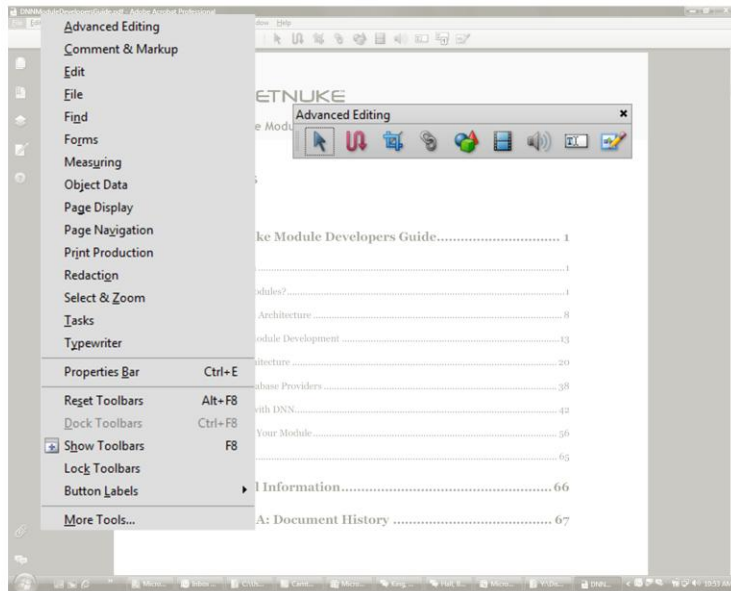
Now that you have your document open and are ready to begin doing some editing work, let's take a look at the tools available to you through the View menu.

Add Tools to the Toolbar



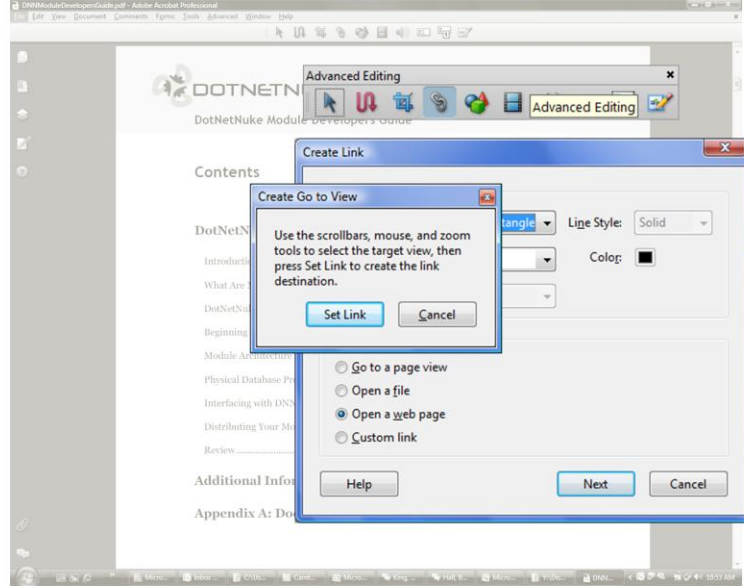
With Adobe Acrobat open click the View menu and scroll down to the Toolbars option. From here note the different tools you can add to, or remove from the toolbar.

Advanced Editing



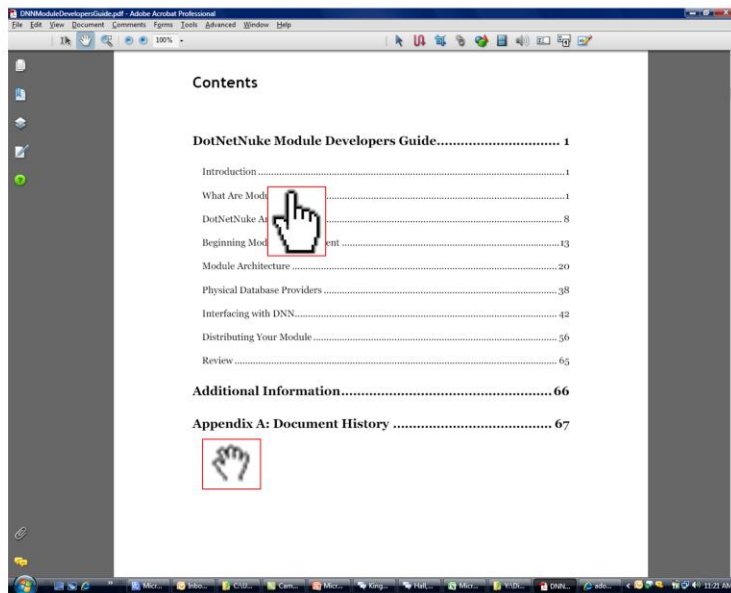
Let's take a look at the advanced editing tools. Click on the item to open the toolbox. As you hover your mouse over each tool you will get a description of what that tool is used for. Let's say you have a rather large document and you want to create links within your document, for example, making the Table of Contents Chapter links that will bring the reader directly to that page.

Creating Links



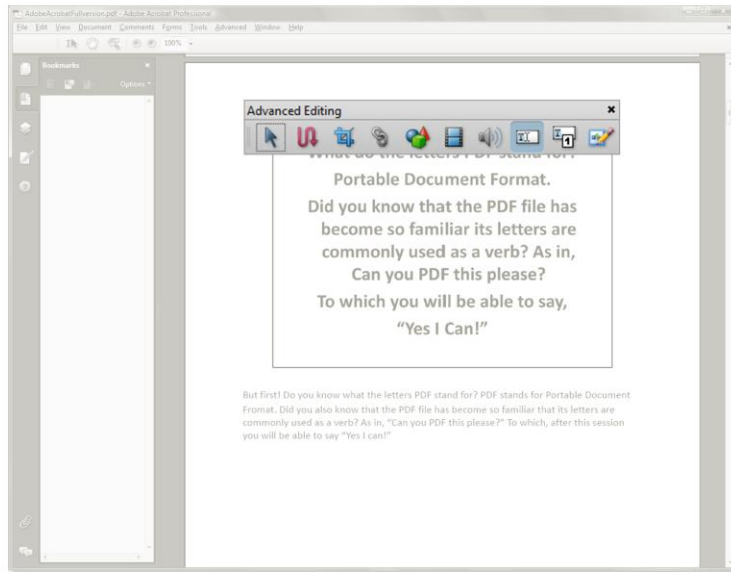
Click the Link tool to engage it and, using the crosshairs, select the text or object you want to create as a link. The Create Link window will open. From here you can determine how your link will look, and the desired action. Click the Next button. Follow the instructions for setting the link. Here we will just scroll to the page we want to link to, click Set Link.

Accessing Links



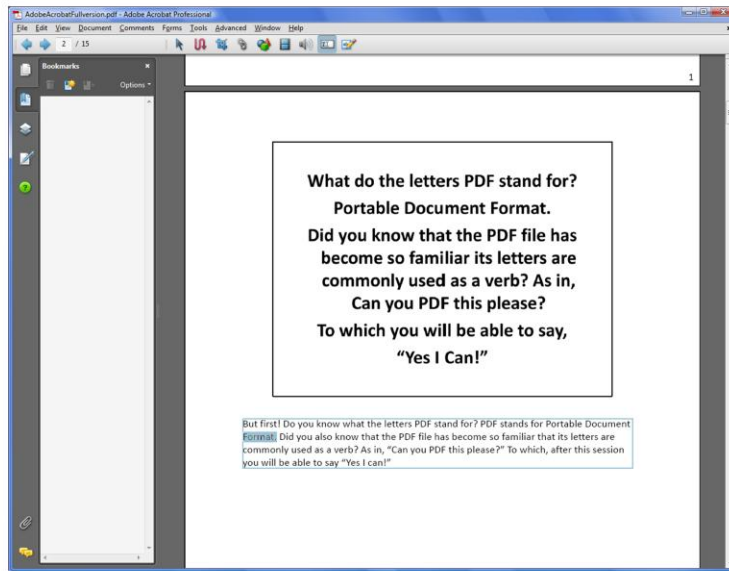
Save and close your document. When you reopen notice the pointing cursor turns into the link hand when hovering over the text you created as linked text.

TouchUp Text Tool



Next, let's take a look at the TouchUp Text tool. Let's say you've completed your presentation handout and generated your PDF document. As you are giving it one last proofing you noticed you misspelled a word. Does this mean you have to start over? Not with the text touch up tool.

Using the TouchUp Text Tool



To use simply click the tool icon from the advanced editing tools, notice the cursor turns into an I bar, and select the text for corrections. Type in your correction and disengage the touchup tool by clicking the cursor icon. Save your document and send as will!